

BASE ORDER 11350.4

From: Commanding General
To: Distribution List

Subj: SOLID WASTE MANAGEMENT PLAN (SWMP)

Ref: (a) Solid Waste Management Plan

(b) Resource Conservation and Recovery Act of 1976
(NOTAL)

(c) Military Construction and Codification Act, Public Law 97-214 of July
1982 (10 USC 2577) (NOTAL)

(d) Executive Order 12873 (dated 20 October 1993) on
Federal Acquisition, Recycling and Waste Management
(NOTAL)

(e) Georgia Solid Waste Management Rules, Chapter 391-
3-4 (NOTAL)

(f) DoD Recycling Policy of 14 December 1993 (NOTAL)

(g) Marine Corps 1993 Environmental Campaign Plan
(NOTAL)

(h) MCO P5090.2, Environmental & Protection Manual

(i) NFESC Solid Waste Annual Report Guide 5.0-001
(NOTAL)

(j) NFESC 5-010A Qualified Recycling Program (QRP)
Development Guide, April 1991 (NOTAL)

(k) OPNAVINST 5100.23D, October 1994 Asbestos
(NOTAL)

(l) 7 CFR 330, 9 CFR 94, and 40 CFR 61M (Asbestos
Regulations) (NOTAL)

(m) Base Order 6280.1A, Hazardous Waste Management
Plan (HWMP) (NOTAL)

(n) NDCJAXINST 6280.1A, Naval Dental Clinic
Instruction (NOTAL)

1. Purpose. To establish a SWMP at the Marine Corps Logistics Base, Albany, GA to meet federal, state, DON, and Marine Corps solid waste regulations and goals.

2. Cancellation. BO 11350.2C.

3. Scope. This Order provides references for the management of solid waste generated at the Marine Corps Logistics Base, Albany, GA in accordance with federal, state, DON, and Marine Corps solid waste regulations and goals. Responsibilities of command personnel are also delineated. This Order provides for the establishment of a SWMP, reference (a), specifies responsibilities, and establishes a Qualified Recycling Program (QRP) for scrap material.

4. Background. In Fiscal Year 1990, MCLB Albany was responsible for approximately 4,961 tons of solid waste deposited in the Dougherty County Landfill. This figure represented an estimated 950 tons of household refuse and 4,011 tons of solid wastes produced from the administrative and industrial efforts at the installation. This figure has also been established as a baseline from which we must realize a 50 percent reduction by Fiscal Year 2000. Additionally, on 30 March 1990, the Governor of Georgia signed into law the Georgia Comprehensive Solid Waste Management Act. The provisions of this act require a 25 percent reduction in the amount of solid waste being landfilled by the year 1996. In response to increased public awareness and concerns about solid waste disposal and its potential value as a reusable and recyclable commodity, the Marine Corps has required activities to develop and implement a SWMP. The following communications have been formalized to set this program in motion:

a. Federal. References (b) and (c) establish public safety and health standards for the disposal of solid waste. The Resource Conservation and Recovery Act and the Military Construction and Codification Act of 1982 also provide for various means of recovering value from solid waste. Wastes may be recycled, reclaimed, used as a fuel supplement, or sold for "profit." Reference (d) requires the Federal Government to address recycling in a more comprehensive manner. Reference (d) requires each federal agency to promote cost effective waste prevention, waste reduction, and recycling activities in all of its operations and facilities. It further states that these programs shall foster the procurement of recycled and environmentally preferable materials such as plastic, metals, glass, lead-acid batteries, and the composting of organic materials such as yard waste. To significantly reduce the burden on landfills, all federal agencies are mandated to procure only recycled paper, re-refined lubricating oils, and retread tires.

b. Environmental Protection Agency (EPA). The EPA is promoting an initial recycling and prevention goal of 25 percent by the year 1995.

c. State of Georgia. Reference (e) establishes a goal of 25 percent reduction in solid waste disposed of at municipal solid waste landfills and incinerators by 1 July 1996 against a baseline of Fiscal Year 1992.

d. Marine Corps. The following goals and objectives are excerpted from the Chief of Corps Naval Operations' DoD Recycling Policy. "Prevent pollution and conserve resources on DoD installations by: reducing, reusing, recovering, and recycling to divert materials from the solid waste stream, procuring recycled products made of post consumer and other recycled materials, and procuring new materials that are more easily recycled." (See reference (f).) Reference (g), the Marine Corps' 1993 Environmental Campaign Plan, outlines a program objective to achieve a 50 percent reduction (by weight) in the amount of solid waste disposed of the Fiscal Year 1990 to Fiscal Year 2000 period. The Plan instructs bases to use both source reduction and recycling to achieve the 50 percent reduction. Reference (h) requires all Marine Corps installations to develop a SWMP to comply with federal, state, and local solid waste management requirements. Installations are required to provide solid waste information to the Naval Facilities Engineering Service Center (NFESC) per reference guidance. Each installation shall develop a QRP to reclaim scrap metal, high-grade paper, corrugated containers, aluminum cans, and to compost yard waste where feasible. (See reference (j)).

5. Action

a. This Command will implement and comply with the provisions of reference (a) within 180 days of issuance.

b. The Director, F&S Division, shall appoint a Solid Waste Program Manager (SWPM). The SWPM shall provide broad oversight and coordination for all aspects of solid waste management and the different offices involved (e.g., MWR, DRMO, Contracts Directorate, tenant commands, etc.). The Head, Environmental Branch, under the direction of the Director, F&S Division, has staff cognizance over the Solid Waste Management and Recycling Program and will manage the program and ensure accomplishment of objectives.

c. The Director, F&S Division, (or designated representative) shall establish and chair a Solid Waste Management Planning Board comprised of the following representatives:

- (1) Solid Waste Program Manager.
- (2) Base Support Division.
- (3) Housing Officer.

- (4) Head, GME.
- (5) Maintenance Center, Albany Representative.
- (6) DRMO.

- (7) Head, Environmental Branch or Representative.
- (8) MWR.

(a) Meet, as required, to plan and coordinate solid waste management and recycling programs which meet federal, state, and local goals and requirements.

(b) Identify potential recyclable materials, gather data on sources and volume for use in feasibility and cost analysis, establish contact points within the entire installation, and monitor collection and segregation efforts.

(c) Present the group with solid waste and recycling problems and situations which have arisen. Resolve these through research, group discussion, and action.

(d) Consider and make recommendations on proposed expenditures for equipment required to segregate or store recyclable materials and for services such as material pickup.

(e) Promote and publicize the program.

(f) Collect nominations from the installation for solid waste management projects to be funded by the program. (Projects submitted to the Board must have been reviewed by the same local command echelons that would normally review such projects for funding from normal appropriations.)

d. Implement the Qualified Recycling Program (QRP)

(1) A QRP is a program designed to take advantage of legislative incentives for military installations to establish and operate programs that will reduce our waste streams, prevent pollution and conserve material resources. The incentive is the return of proceeds from the sale of recyclable material to help support military MWR activities and environmental projects.

(2) To receive proceeds from the sale of recyclable materials, an installation must have a QRP that meets the standards set forth in reference (j).

(3) A military installation with a QRP may receive 100 percent of the proceeds from the sale of waste materials and accumulate up to \$2 million to spend on MWR programs and environmental projects as shown below.

(a) Proceeds from Sale of Recyclable Materials. Accumulation of recycling

funds is not affected by end of fiscal year and may be carried forward and merged with proceeds of the following years.

1 Proceeds will first be used to cover operating costs of the program.

2 Up to 50 percent of the remaining balance may be used for environmental projects and the balance may be transferred to MCLB Albany's Nonappropriated MWR Fund (per Public Law 97-214).

(b) Management Close-Up Control Objectives

1 To identify valuable resources now being lost in the waste stream and to divert these resources to the recycling program.

2 To increase Base revenue to fund needed MWR and environmental projects.

(c) Recycling Materials. Qualifying materials are those normally discarded which may be reused after physical or chemical processing. Salable materials include paper, computer paper, IBM cards, corrugated containers, used oils, scrap metals, and aluminum cans. The definition of recyclable materials excludes the following materials which are the responsibility of the DRMO:

1 Precious metal-bearing scrap.

2 Items that may be used again for their original purpose or function without any special processing; e.g., used vehicles, vehicle or machine parts, containers (not scrap glass), electrical components, unopened containers of unused oil/solvent, furniture, filing cabinets, etc.

3 Ships, planes, weapons, or any discarded material that must undergo demilitarization or mutilation prior to sale.

6. Responsibilities

a. SWPM

(1) Schedule meetings, as required, to plan and coordinate solid waste and recycling management issues.

(2) Manage solid waste and recycling programs for MCLB in compliance with references (a) through (n).

(3) Collect and maintain solid waste records annually from F&S Division, Recycling, MWR, DRMO, Medical Clinic, Commissary, etc. This information

will be used to prepare the Solid Waste Annual Report (SWAR) for submission to the NFESC by 15 November for the previous fiscal year.

(4) Update and coordinate the SWMP annually, particularly when the SWAR is submitted 15 November of each year. (See references (i) and (j).)

(5) Evaluate all processes on the Base that generate solid waste to determine if the SWMP is current and to identify potential recyclable materials, source reduction ideas, etc. Ensure that all new processes incorporate steps to reduce the weight, volume, and toxicity of solid waste generated.

(6) Coordinate and promote the public awareness campaign for the solid waste management program with, the Public Affairs Office, NWR, Housing Office, F&S Division, Maintenance Center, Albany, and other appropriate offices.

(7) Provide assistance to generating organizations for programming projects, requesting equipment or services for solid waste management, and identifying source reduction/substitution alternatives.

(8) Ensure all operating expenses are reflected in the Base's operating budget.

(9) Maintain liaison with DRMO.

(10) Request assistance from DRMO on records data to answer questions concerning quantities and types of materials turned in for sale under the QRP.

(11) Administer the solid waste collection and disposal contracts.

(12) Identify compliance problems and investigate complaints concerning improper disposal of solid waste. Ensure recyclable materials are not being disposed of improperly.

(13) Program and track funds for all solid waste management projects, service contracts, and equipment items, meeting the requirements for environmental funding.

(14) Provide routine compliance inspections of Base refuse dumpsters and other solid waste management containers to ensure compliance with federal, state, and local regulations.

(15) Review container needs and initiate procurement of additional containers as needed and provide for the proper collection and transport of all containers.

(16) Provide transportation support for turn-in of materials.

(17) Ensure that MCLB solid waste handled through off-base facilities is managed in compliance with all state and federal regulations.

(18) Ensure individuals assigned to process recyclable materials are properly trained.

(19) Establish a yard and wood waste management program.

b. Recycling Manager, Environmental Branch

(1) Manage the collection and processing of recyclable materials on the Base.

(a) Schedule dates, times, and places which are mutually agreeable with the collecting activities for pickup or acceptance of recyclable materials.

(b) Meet with Command-appointed recycling representatives as appropriate to further the development of recycling efforts.

(c) Review recycling container needs and initiate procurement of additional containers as needed.

(2) Maintain accurate cost records associated with this program and provide this data to the Comptroller (Code 460) as directed. Maintain and submit records regarding recycled materials sold (e.g., quantities, revenues, etc.) to the SWPM quarterly. Materials should include glass, aluminum, old corrugated cardboard, and scrap metal (note: this is not a complete list).

(3) Identify the requirements needed to implement the SWMP.

(4) Coordinate services and sales of recyclable materials in accordance with reference (f) and maintain auditable records to verify receipt of funds.

(5) Provide technical advice to the Solid Waste Manager on ways to increase recycling proceeds.

(6) Work/coordinate with F&S Division/Environmental Branch, the SWPM, and Public Affairs Office to promote and publicize the program locally, in the Emblem, The Word (Base plan-of-the-week), and other appropriate media.

(7) Continue seeking ways to expand the Recycling Program by making it more profitable, acceptable, and attractive to those who recycle.

(8) Maintain liaison with DRMO.

c. All Supply Sections

(1) Participate actively in procurement programs or contract solicitations which foster the recovery and use of recycled materials (e.g., recycled paper, refined oil, retread tires, building insulation). Comply with 40 CFR 248, 249, 250, 252, 253, 255 (procurement guidelines for purchasing recycled content materials). See reference (a), Section 1.0 Regulations, and reference (d).

(2) Promote source reduction as described in the SWMP.

(3) Maintain and submit records on the quantities and types of recycled products procured to the SWPM quarterly in accordance with references (h) and (i).

d. Commissary and Marine Corps Exchange

(1) Initiate responsible environmental practices such as minimizing packaging, verifying environmental promotional statements, using recycled and recyclable materials, as well as environmentally safe products.

(2) Maintain and submit records on the quantities and types of recycled products procured to the SWPM annually in accordance with references (h) and (i).

e. Medical and Dental Clinics

(1) Dispose of medical and dental wastes in accordance with reference (n) and federal, state, and local regulations.

(2) Maintain and submit disposal records of medical waste (e.g., quantities, method of disposal, manifests, etc.) and precious metal recovery to the SWPM quarterly.

f. Resident Officer In Charge Of Construction (ROICC)

(1) Maintain and submit records of waste disposal (e.g., quantities, costs, location, etc.) to the SWPM quarterly.

(2) Promote reuse and recycling of construction and demolition debris (especially scrap metal, inert materials, wood, etc.) whenever possible.

(3) Ensure that contractors, responsible for disposing of waste materials generated as a result of their activities, report quantities disposed, reused, and recycled. (See reference (a).)

g. DRMO

(1) Recover for sale or reuse the following materials:

(a) Precious metal-bearing scrap.

(b) Items that may be used again for their original purpose or function without any special processing; e.g., used vehicles, vehicle or machine parts, containers (not scrap glass), electrical components, unopened containers of unused oil/solvent, furniture, filing cabinets, etc.

(c) Ships, planes, weapons, or any discarded material that must undergo demilitarization or mutilation prior to sale.

(2) Coordinate services and sales for recyclable materials in accordance with reference (f).

(3) Provide technical advice to the SWPM and Recycling Manager on ways to increase recycling proceeds.

(4) Maintain records of the quantities and types of material sold through the recycling program. Meet with the Recycling Manager at least once per year to assist in the preparation of the SWAR.

(5) Transfer funds received from sales of recyclable materials on a continual basis to Budget Clearing Account (suspense) 17F3875.27RM.

(6) Provide the Recycling Manager with a copy of the turn-in-document (DD 1348-1).

h. Comptroller

(1) Identify and execute fiscal policies involving the recycling program.

(2) Coordinate with Defense Accounting Office and ensure that collected funds are deposited to Budget Clearing Account (suspense) 17F3875.27RM in accordance with reference (h). These funds may accumulate in a "no-year" account up to \$2 million.

(3) Request funding via Headquarters Marine Corps (HQMC) from deposit

account, as required by responsible units.

(4) Receive funding from HQMC and disburse to responsible units.

(5) Conduct financial reviews with responsible units including HQMC on deposits made to and issues made from the recycling account.

i. Public Affairs Officer. Assist with promotion/publicity of recycling and SWMP.

j. MWR. Maintain a current listing of Capital Budget Deficiencies which, when authorized, may be funded through monies recouped by the recycling program.

k. All Generators of Solid Waste (Directorates, Divisions, Tenant Activities

(1) Ensure proper segregation of garbage, trash, and scrap metal.

(2) Ensure recyclable materials generated are properly segregated and moved to designated collection points.

(3) Ensure recyclable materials are not deposited into containers designated for refuse.

(4) Emphasize continually the importance and value of waste reduction and recycling.

(5) Provide the Head, Environmental Branch, with any suggestions for improvement or expansion of the recycling effort.

(6) Ensure all crates, boxes, etc. are disassembled or flattened before being placed in the trash containers.

(7) Ensure top and side doors of dumpsters are closed at all times to eliminate damage, water problems, and fly breeding. If dumpsters are damaged and in need of repair, notify the GME Branch, extension 5606, during normal working hours.

(8) Ensure policing of dumpsters in their areas.

(9) Ensure motor vehicle operators stay clear of the dumpster collection trucks and not block individual dumpsters.

(10) Ensure that the contractor responds to garbage (trash) pickup. Failure of

the contractor to do this should be reported to the Housing Office, extension 5962.

7. Waste Management Procedures For All Tenant Activities

a. Family Housing Garbage. Garbage in the family housing quarters is collected once weekly by contractor. Refuse to be collected will be placed in typical contractor-owned residential refuse containers. Occupants are responsible for placing the containers at the curb for collection by 0900 on Mondays for Hill Village and Fridays for Boyett Village. Materials collected will include, but not be limited to, residential type and quantity normally associated with residential areas and with moving of household goods. Collection of trash and bulky items such as furniture and appliances is scheduled weekly in each housing area. Yard waste such as grass, leaves, and sticks is to be separated from household refuse and placed at the curbside on the ground for pickup by the contractor. Additional information may be obtained by calling the Housing Officer at extension 5962.

b. Non-residential Solid Waste

(1) Non-residential solid waste is picked up as scheduled by GME. This includes building debris, office trash and miscellaneous trash. This does not include materials such as lumber, scrap metals or iron pipe exceeding 2 feet in length; concrete blocks; cement; acids; flammable liquids; explosives; dead animals; or materials of a weighty or bulky nature such as refrigerators, water tanks, and sinks. This does not provide for pickup of trash or debris placed around or outside of the government container.

(2) It is the responsibility of the user to ensure that appropriate items are placed into the containers. Wood and scrap metals should be placed in indicated containers. Additional information may be obtained by calling the Head, GME Branch, at extension 5606.

c. Kitchen Waste. Kitchen waste generated by food preparation facilities is to be placed in designated disposal containers. The exception is grease and cooking oil which shall be placed in designated containers for recycling.

d. Asbestos Waste. All asbestos containing material (ACM) removed by contracts shall be disposed of by the contractor in accordance with references (k) and (l). The following applies only to ACM removed by government personnel:

(1) For guidance concerning specific health-related precautions to be used for

specific operations, call extension 5639.

(2) In preparation for disposal, ACM wastes must be adequately wetted prior to bagging in heavy duty plastic bags or other suitable impermeable containers. All bags or containers must be provided with OPNAV Form 6260/2 (Asbestos Caution Signs) or similar standard asbestos caution labels. ACM waste containers, such as bags or trash cans, shall be distinctively color-coded the same color to assure easy recognition. Care must be exercised in order to prevent bags and other containers from rupturing while being moved to a suitable vehicle for transport to a proper disposal site.

(3) Caution labels shall be affixed to containers of raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers if levels of airborne asbestos might constitute a health threat through the use, handling, storage, disposal, processing, or transporting of these items.

(4) After proper labeling and packaging, ACM waste should be turned over to the Base's Asbestos Program Manager, Compliance Section, for proper disposal.

e. Medical Waste. All Medical, Dental, and infectious wastes shall be handled as described in references (e) and (n).

f. Hazardous Material/Waste. All hazardous material and hazardous waste that are generated at the Base, and are to be turned in to the Base for disposal, shall be handled following the procedures set forth in references (h) and (m). In addition, information regarding hazardous waste disposal may also be found by contacting the Base's Hazardous Waste Program Manager at the Environmental Branch or his/her representative at extension 5637.

NOTE: No hazardous material or waste will be deposited in the sanitary sewer system, the waste oil system, or Base solid waste collection containers; abandoned anywhere on the Base; or otherwise disposed of except as in a manner prescribed above.

g. Salvageable or Salable Material

(1) All federal agencies are required to recover and recycle all salvageable or saleable material. All material in this category will be segregated and delivered to the local unit of the DRMO. The generating activity is responsible for execution of the turn-in procedure.

(2) Metals shall not be deposited in the regular refuse container. All metals

shall be separated by type, such as aluminum, brass, copper, steel, and stainless steel.

(3) Used automotive batteries shall be returned to the point of purchase, or to the DRMO according to the established procedures. Different types of batteries, such as nickel-cadmium and lead acid, shall not be co-mingled.

h. Recycling. Recyclable materials shall be collected and processed by MCLB Recycling, except those materials which are the responsibility of DRMO. For additional information call extension 6296.

8. Participants. Directorates, Divisions, and tenant activities on board MCLB are participants by virtue of their location within the MCLB complex.

9. Review and Amendment Instruction. The SWMP will be reviewed, at a minimum, annually and amended as required. Other circumstances which warrant a plan review and update are listed below:

a. When the SWAR is due, 15 November of each year. This information will be used to assess if reduction goals are met.

b. When significant changes occur in the solid waste generation rate on Base.

c. After the enactment of, or amendment to, pertinent federal, state or local legislation, or changes in DoD, Navy or Marine Corps policy.

d. At the request of the Director, F&S Division.

10. Applicability. This Order is not applicable to the Blount Island Command.

C. F. YOUNG

Chief of Staff

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